



County of Fairfax, Virginia

MEMORANDUM

DATE: March 18, 2009

TO: Fairfax County Staff, Vendors, and Volunteers attending Resource Fair on April 4, 2009

FROM: Amy Trang, PhD
Fairfax Area Agency on Aging
Department of Family Services

SUBJECT: Resource Fair Logistics

On behalf of the planning committee, I sincerely thank you for agreeing to staff a table at the Resource Fair that will be on Saturday, April 4, 2009. Since the fair officially begins at 9:00 a.m., we would like to request your presence at Jeb Stuart High School between 8:00 a.m. and 8:30 a.m. to set up.

Also, there are a few things that we would like to share with you regarding the logistics of the event and available resources.

- 1) The purpose of this event is to share information about the diverse services available for older adults, caregivers, adults with disability, and their families living in Fairfax County.
- 2) Fairfax Area Agency on Aging is promoting our Vietnamese Senior Information Line 703-324-5400, an information and referral telephone line staffed by bilingual volunteers. A few of our volunteers will be available to assist in interpretation for you if needed. **Please let me know by Thursday, April 2 if you need a language interpreter at your booth.**
- 3) We intend to integrate 10+ tables from community-based organizations that are serving the Vietnamese community in the exhibit hall area where you will be stationed, appropriate to your outreach target population. For example, the high school VSA will be between the Fire & Rescue and Police Department tables and other youth / family based organizations will be next to each other. Groups serving older adults in the Vietnamese community will be between county services that serve older adults, caregivers, and adults with disabilities, etc.
- 4) If you have Vietnamese speaking staff who'd be interested in coming, please invite them to the event.
- 5) Please bring Vietnamese language materials if you have some; bilingual (Vietnamese / English) materials are best!

6) Parking is available in the front of the school; entrance to the auditorium is to your right as you approach the main entrance. If additional parking is needed, volunteer staff will direct you to an appropriate spot.

7) Our Resource Fair ends at 11:00 a.m. However, our collaborating partners: the Vietnamese Senior Association of the Metropolitan Area *and* the Vietnamese American Community of Washington DC, Maryland, and Virginia request your attendance at their opening ceremony in the auditorium beginning at 11:00am. They would like to recognize you and the agency / organization you are representing to thank you for your service.

8) Please bring lots of Promotional Items if you have any!

9) The following is the tentative schedule for the event:

8:00 a.m. – 8:30 a.m.	Vendor / information booth set up
9:00 a.m.	Resource Fair begins in “little theatre” near auditorium
9:00 a.m. – 11:00 a.m.	Open exhibit to Resource Fair
11:00 a.m.	Fair Ends
11:00 a.m. -12:00 p.m.	Hung Vuong ceremony
around 12:00 p.m.	Lunch provided in “little theatre” by community partners; food donations are welcomed.
no later than 2:00 p.m.	Clean up

Again, thank you, for volunteering your Saturday to be at this event. To make this a successful event, please encourage all your Vietnamese-speaking friends and families to attend!

Sincerely,

Amy Trang, PhD
Multicultural Outreach and Program Coordinator

Resource Fair for the Vietnamese-American Community

Date: Saturday, April 4, 2009

Time: 9 to 11am

Location: Jeb Stuart High School
(in the “Little Theatre” by the auditorium entrance)

3301 Peace Valley Lane
Falls Church, Virginia 22044

Fairfax County is committed to nondiscrimination on the basis of disability in all county programs, services and activities. Reasonable accommodations will be provided upon request. For information, call **Amy Trang at 703-324-3745; TTY 703-449-1186.**

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